



Owner: _____ Business I.D.: _____ County: _____ Date: _____
Operator: _____ Tract No. _____ Field No(s). _____
Contract No./Revision No. : _____ Contract Item No.: _____ Field Office: _____

GENERAL INFORMATION:

Background Conservation Plan/Case File Information is documentation that is gathered or prepared by the conservation planner during the first 7 steps of the conservation planning process (refer to the NRCS National Planning Procedures Handbook (NPPH) for details). This information should be included in the client's case file. While information within a client's casefile is subject to the Freedom of Information Act (FOIA), the client may sign a waiver which would allow access of this material to a Technical Service Provider or other interested party as designated by the client.

Practice Design, Installation and Checkout Requirements are documentation deliverables that apply to the individual practice. Design, Installation and Checkout are categories of technical assistance which can be completed and submitted separately for certification.

Use of this Form: This form will be used as a checklist for verification of practice design, installation and checkout deliverables. Checked items are required to be documented.

Documentation submittal: Submit this form along with completed documentation deliverables as indicated for each category of technical assistance to NRCS. All documentation must be provided before work can be submitted for payment.

References: Nebraska NRCS Field Office Technical Guide (FOTG) (http://efotg.sc.egov.usda.gov/efotg_locator.aspx?map=NE), Section IV, Conservation Practice Standard 380 and Design Procedures 380DP, Windbreak/Shelterbelt Establishment; and Herbaceous Vegetation Design Procedures (550DP) for requirements on establishment and selection of herbaceous vegetation; Conservation Practice Standard 380, Windbreak/Shelterbelt Establishment, Specification 380 TPP, Tree/Shrub Planting Procedures; Sec. II A. Statewide Soil and Site Information - Windbreak Interpretations; "Guide for Weed Management in Nebraska" <http://www.ianrpubs.unl.edu/epublic/pages/index.jsp?what=publicationD&publicationId=941>; NRCS National Planning Procedures Handbook (NPPH, Amend NE 4); NRCS National Forestry Manual; NRCS National Forestry Handbook; NRCS National Environmental Compliance Handbook; NRCS Cultural Resources Handbook.

CONSERVATION PLAN/CASEFILE INFORMATION NEEDED:

- Client's objectives (assistance notes)
- Resource inventory (NE-CPA-52 or equivalent)
- Conservation plan for the treatment unit (NE-CPA-68 or equivalent)
- Location (map or photo including legal description)
- Soil survey information
- Purpose of the practice (List all that apply/design must account for these purpose(s)): _____
- Windbreak/Shelterbelt Establishment general practice requirements, including records to be kept, jobsheets to be utilized, etc.

Check the box(s) to indicate supporting practices needed to facilitate Windbreak/Shelterbelt Establishment (refer to the conservation plan for the more information):

- | | |
|--|---|
| <input type="checkbox"/> 340 Cover Crop | <input type="checkbox"/> 382 Fence |
| <input type="checkbox"/> 441 Irrigation System, Micro-irrigation | <input type="checkbox"/> 472 Access Control |
| <input type="checkbox"/> 512 Forage and Biomass Planting | <input type="checkbox"/> 550 Range Planting |
| <input type="checkbox"/> 595 Integrated Pest Management | <input type="checkbox"/> 645 Upland Wildlife Habitat Management |
| <input type="checkbox"/> 650 Windbreak Renovation | <input type="checkbox"/> Other (specify by practice code) _____ |

DESIGN DELIVERABLES: (Provide copies/verification/documentation for each deliverable to NRCS)

(Refer to FOTG Sec. IV, 380, 380DP (Design Procedures), 380TPP (Tree/Shrub Planting Procedures), and 550DP; Sec. II, A. Statewide Soil and Site Information – Windbreak Interpretations; "Guide for Weed Management in Nebraska"; University of Nebraska Neb Guides; Nebraska Forestry Tech Note No. 63; Woodland Tech Note 51; NPPH, NE State Supplements for Job Sheets)

- Complete all items on the NE-CPA-15, Tree and Shrub Planting form, and items listed in Plan and Specifications in 380 Standard
- Fabric mulch installation requirements if utilized (refer to Specification 380TPP, Tree/Shrub Planting Procedures, Section IX, Fabric Mulch Installation)
- Requirements for Vegetative Cover between Rows ((NE-CPA-8, Job Sheet for Grass Seeding) (site preparation/seedbed conditions, planting equipment, acres, dates, seeding depth, seeding rates, seed source requirements, varieties



- recommended, fertilizer/lime recommendations, seeding location and all other seeding and site preparation requirements according to 550DP Design Procedures).
- Supplemental water requirements if applicable (include drip watering system design-refer to NE-CPA-15A/Specification 380TPP, Section VIII, Drip Watering System)
- Notes concerning site/planting/plant material conditions at time of planting
- Tree protection devices and other pest management requirements, if utilized (refer to NE-CPA-4/NE NRCS FOTG Standard 380TPP, Section VII, Care and Maintenance).
- Documentation of impacts of underground/above ground utilities, tile/sewer lines, property lines and other obstructions.
- All activities are conducted in compliance with the National Environmental Policy Act (NEPA). All Special Environmental Concerns listed on NE-CPA-52 will be evaluated during all phases of work. **If environmental concerns arise during design, installation or checkout, NRCS must be contacted for consultation prior to proceeding.** If concerns are found, NRCS will certify NEPA compliance by signature on NE-CPA-52, prior to commencing design or installation of the practice.
- Maps that identify each Windbreak/Shelterbelt Establishment area.
- Narrative statements verifying that other Considerations from NE NRCS FOTG 380 Standard have been addressed: (attach additional sheets, as needed): _____
- Operation and Maintenance requirements described in the NE NRCS FOTG 380 and 380DP Standard are provided to the client (copy to NRCS).
- Verification of client review/concurrence with the design (date reviewed): _____
- Verification that applicable permits are obtained (prior to installation) and applicable local, state and federal laws and regulations are adhered to, including setbacks, utilities, safety and zoning regulations.

INSTALLATION DELIVERABLES: (Provide copies/verification/documentation for each deliverable to NRCS, including job sheets referenced under the Design Deliverables or equivalent documentation)

- Operation and Maintenance requirements reviewed with the client (date reviewed): _____
- Review Windbreak/Shelterbelt Establishment with the client or contractor (date reviewed): _____
- Record any relevant correspondence with the client or contractor.
- Field boundaries staked for each Windbreak/Shelterbelt Establishment treatment.
- Modifications to the design during installation of Windbreak/Shelterbelt Establishment plan (include basis).
- Oversight of the practice installation/application (record pertinent notes).
- Advise the client and NRCS of any environmental compliance, resource or regulatory issues that arise during installation and discontinue installation until resolved. All activities are conducted in compliance with the National Environmental Policy Act (NEPA). All Special Environmental Concerns listed on NE-CPA-52 will be evaluated during all phases of work. **If environmental concerns arise during design, installation or checkout, NRCS must be contacted for consultation prior to proceeding.** If concerns are found, NRCS will certify NEPA compliance by signature on NE-CPA-52, prior to commencing design or installation of the practice.

COMMENTS: Use this space for installation notes or explanation of unchecked items (attach additional pages as needed):

CHECK OUT DELIVERABLES (Provide copies/verification/documentation for each deliverable to NRCS)

- Provide records that Windbreak/Shelterbelt Establishment plan was installed according to specifications, including completed job sheets and required recordkeeping.
- Progress reporting completed in Performance Results System (PRS):
Amount applied: _____ Date: _____ Reported by Whom: _____

CERTIFICATION:

I have completed a review of the technical assistance documentation submitted for this practice and certify that NRCS Standards and Specifications are met and all applicable laws and regulations are complied with.

- Design Installation Checkout (Check each category of documentation submitted with this certification)

Certified by: /s/ _____ Date: _____
 Title: _____ Representing: _____